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*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 17 October 1960

FROM : Chief, Clerical Training

SUBJECT: Weekly Activity Report, No. 36, 11 October - 19 October 1960

1. Number in Clerical Orientation Training: During the week of 10 October - 14 October 1960, there were 14 trainees in Clerical Orientation Training.

2. Number in Clerical Induction Training: During the week of 10 October - 14 October 1960, there were 50 trainees in Clerical Induction Training; of these, 26 entered classes for the first time.

3. Results of Official Agency Testing Administered in Clerical Induction:

(a) The results of the tests administered to the entrance-on-duty employees for the week 10 October - 14 October 1960 were as follows:

	<u>Tested</u>	<u>Passed</u>
Typewriting	14	4
Shorthand	5	1

(b) The results of the tests administered to clerical applicants for the week 10 October - 14 October 1960 were as follows:

	<u>Tested</u>	<u>Passed</u>
Typewriting	16	3
Shorthand	5	2

4. Results of Official Agency Testing Administered by Clerical Refresher: The results of the tests administered to the on-the-job Agency employees on 10 October 1960 were as follows:

	<u>Tested</u>	<u>Passed</u>
Typewriting	6	1
Shorthand	12	1

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5. Basic Typewriting for Professionals: In response to an Agency request, the Basic Typewriting course for professional personnel will be given from 31 October through 9 December 1960. The class will meet in room 2251 in the R & S Building. Miss [REDACTED] will be the instructor.

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6. Instructor Attends Supervision Course: Miss Jane [REDACTED] Chief of the Clerical Refresher Training, is attending the Supervision course from 10 October to 21 October 1960.

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7. New Instructor Participates in Training Program: Miss [REDACTED], new instructor in Clerical Orientation, began participating in that program during the week of 10 October 1960. Miss [REDACTED] conducted a Telephone Laboratory session and gave a lecture on Supplies, Equipment, and Services.

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